

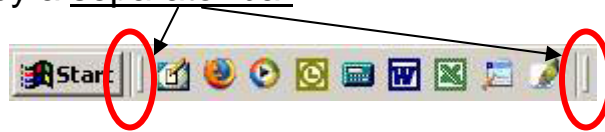
# **The Task Bar**



NOTE: For purposes of this lesson, the Task Bar has been edited to fit this page

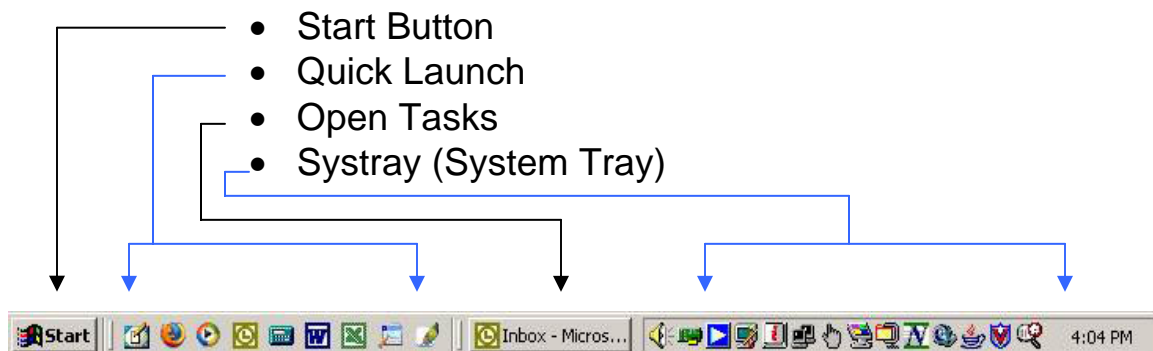
The Task Bar is normally located at the bottom of your screen. It may be moved to either side or even the top of your screen by clicking and dragging it to its new location.

Generally, the Task Bar is broken down into four different sections, each separated by a separator bar:



NOTE: If your Task Bar is locked down, you may not have the separator bars.

The four different sections are commonly called:



The Start Button is the gateway to access all programs and computer configurations. This is covered in the “Start Menu” lessons.

The Quick Launch section is a convenience. This section gives you “One Click” access to your most used programs. You can drag and drop any program icon into this section, so it is completely customizable.

The Open Tasks section displays each window that you have opened up. The window could be a web page, program or folder. The more windows that you have open the more task windows you will have. Simply click on one of the task buttons to bring up that task window.

The Systray section shows programs that are running on the machine that work in the background. These programs are generally Hardware Configuration related, meaning Display, Network, Keyboard and Virus monitoring...just to name a few. You can Right Click on any of these icons to view configuration information or status. You also have the system clock. This not only tells you the time, but it also gives you access to a calendar. Your system clock is important, because that is what all your documents; emails and the rest of your files are keyed to.

Some programs also place an icon in your Systray. WinZip, Virus programs, Popup Stoppers, NewsStand...they all put icons here. This means that the program, or at least part of it, is always running in the background to provide faster access when needed.

The key with the Task Bar is to make sure that your clock is set to the correct time, time zone and calendar date. Everything else is basically just for convenience.

If you have any questions or concerns about this lesson, please feel free to email me at [Dave.Henderson@ky.gov](mailto:Dave.Henderson@ky.gov)